



ASSETNIXA

Asset Handover Readiness Checklist

For infrastructure asset owners & delivery teams

Seven categories. Twenty-five checks.
Find your operational-readiness gaps before handover.

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Turning asset data into operational intelligence

Is your asset data ready to hand over?

Work through this checklist with your delivery and operations teams. Every unchecked box is a risk to operational readiness — and a candidate for early action, while it's still inexpensive to fix.

1. Standards & governance

- Asset breakdown structure / taxonomy is agreed and documented
- Naming and numbering standard is defined and enforced across all teams
- Information and data requirements for handover are specified
- Data ownership and acceptance responsibilities are assigned

2. Asset data completeness

- All in-scope asset classes are captured — none missing
- Every asset has a unique, traceable ID with no duplicates
- Mandatory attributes are populated for each asset
- Parent-child and system relationships are defined

3. Spatial & GIS

- Coordinates are captured for all locatable assets
- Spatial accuracy is validated to the agreed standard
- Assets are findable in GIS and on the ground

4. As-built accuracy

- As-built status is verified against what was actually installed
- Design changes and variations are reconciled
- Critical assets are field-confirmed

5. Operational readiness

- Maintenance-critical attributes are captured (criticality, service intervals)
- Warranty, spares and supplier data are recorded
- Assets are linked to manuals, drawings and supporting documents

6. Validation & quality assurance

- Automated validation rules are run (completeness, format, integrity)
- Exceptions and errors are resolved or formally dispositioned
- A QA sign-off is completed before data is accepted

7. Handover & systems alignment

- Data structure is mapped to the operator's CMMS / EAM / GIS
- A trial load / import has been tested successfully
- Acceptance criteria are met and documented
- The handover register is version-controlled and issued

Found gaps you'd rather close early?

Assetnixa helps infrastructure teams structure, validate and operationalise asset data so handover passes the first time. Book a free discovery call at assetnixa.com or email contact@assetnixa.com.